

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS  
MEETING MINUTES  
February 6, 2019  
Time: 1:30 pm – 2:30 pm  
Location: Conference Call  
Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) When a Resource Family (RF) transfers their approval from one county to the other, what date is used to finalize the transfer in the Process Placement Move section of the in the Child Welfare Service/Case Management System (CWS/CMS)?	Internal discussions continue on this question.	Pending.
2) Will Emergency Caregiver (EC) Funding (see All County Letter (ACL) <a href="#">18-75</a> ) be extended beyond Fiscal Year (FY) 2018-19?	Yes. Current law, Welfare and Institutions Code (WIC) <a href="#">11461.36</a> , authorizes EC Funding to continue for FY 2019-20 and each FY thereafter; however, state and federal participation for the funding is limited to 90 days instead of 180 days. Further guidance for FY 2019-20 will be provided in a forthcoming ACL.	None.
3) Are counties required to re-print licensed or relative approved families who are converting to RFA?	No, not unless the family indicates they would like to adopt a child in their care or to adopt another prospective child. Refer to Conversion ACL <a href="#">17-16</a> and <a href="#">17-16E</a> .	None.
4) Is a Documented Alternative Plan (DAP) required for siblings of different genders to share a bedroom?	No, Written Directives, Version 5 ( <a href="#">WD/5</a> ) section 11-01(c)(3)(B) permits siblings older than 8 years old <b>and</b> of different genders to share a bedroom; however, with the caveat that the county should be able to support its assessment to permit the sleeping arrangement and that it does not pose a violation of personal rights or a hazard to the health, safety and well-being to both dependents.	None.
5) If an RFA applicant voluntarily withdraws their application should a county cancel the Subsequent Arrest	In most instances, yes, because the county no longer has the authority to receive the SANs since the application has been withdrawn. New guidance is being incorporated in the next version of the WDs and updated BAG (stemming from Assembly Bill (AB) <a href="#">1930</a> ) which will	None.

Notifications (SAN) by submitting the No Longer Interested (NLI) form to the Department of Justice?	provide that the NLI must be immediately sent to DOJ, <i>unless the applicant(s) has indicated a desire or intention to resume the application process within 12 months</i> . Counties must evaluate decisions to defer submitting the NLI on a case-by-case basis and not defer the submission as common practice.	
6) Are there other circumstances when the submission of the NLI may be delayed?	<p>The Background Assessment Guide (<a href="#">BAG</a>) section 126 currently speaks to individuals who no longer reside or are not regularly present in a RF home. In such cases, the SAN should remain active until there is a determination that the individual does not intend to return to the home.</p> <p>Currently, in some instances where the applicant is currently awaiting trial or there is an active warrant for a criminal offense, the agency may cease processing the application. In this case, even though the application is not being <i>actively</i> processed, the RFA application is considered pending and the county has the discretion to delay submitting the NLI pending the outcome of the trial. (See BAG sections 113 and 116.)</p>	None.
7) What is the process if an approved couple decides to divorce but both want to retain their approval?	The approval can be “divided” with one individual retaining the original RFA ID number and the other individual being assigned a new RFA ID number. Both individuals will require an update to the “original” approval.	None.

#### Updates:

- Counties are reminded that **all Serious Complaints/Serious Incidents must be reported** to the RFA County Liaison and the RFA Mailbox by the close of the next business day following the receipt of the complaint or incident. For detailed guidance, please refer to review the Written Directives, Version 5, section 4-03.
- Counties are required to **submit the monthly Emergency Caregiver (EC) Funding** report described in the All County Letter (ACL) [18-128](#). If your county has not been receiving the reporting template, please send an email to the EC Funding mailbox at [ECFunding@dss.ca.gov](mailto:ECFunding@dss.ca.gov) with updated contact information. These reports are being analyzed in order to monitor RFA applications (with placement of children) with approval timeframes pending beyond 90 days. The RFA Policy Unit, in conjunction with the county liaison, plan to contact counties whose processing timeframes are not improving and schedule a call to provide technical assistance. Initial reports received so far appear to possibly reflect data anomalies which may be attributed to data entry mistakes. Counties are strongly encouraged to clean up CWS/CMS data which may be skewing their data.
- Concerns have been raised about duplicate Registered Sex Offender Address notifications being received by counties for licensed Foster Family homes that have been closed or inactive for many years. Counties will need to review and update their CWS/CMS information and ensure that the homes have been fully closed and properly coded in CWS/CMS.

**Next Call:** March 6, 2019, 1:30 pm – 2:30 pm